



**APPLICATION FOR SPECIAL EVENT PERMIT**  
**CITY OF COLLEGE STATION**  
**Code of Ordinances, Chapter 4**

**Special Event:** "Special Event" means a for-profit or non-profit event to which the public is invited, held on public or private property, at which over 250 individuals attend, and held outside the confines of a building or permanent structure. The term includes but is not limited to any meeting, entertainment, performance, show, exhibition, or amusement. The term also includes events in the Northgate Central Business District, regardless of attendance, providing for the sale and/or consumption of alcohol. The term does not include events held in residential structures, licensed premises, buildings not owned or controlled by the City, gatherings for athletic events that are held in facilities designed for athletic events or events within the confines of the Wolf Pen Creek Amphitheater.

**Application criteria to meet:**

- \_\_\_\_\_ Application Fee of \$200.00. (Fee does not apply to non-profit organizations; however, fees will not be waived for any event involving the sale and/or consumption of alcohol.)
- \_\_\_\_\_ Two copies of site plan (See second page for details).
- \_\_\_\_\_ Two copies of Temp Structure/Tent plan, if applicable (See second page for details)
- \_\_\_\_\_ Insurance policy:
  - \$1,000,000 for death or injury to one person.
  - \$2,000,000 for death or injury in one accident.
- \_\_\_\_\_ Permit Bond:
  - \$10,000 - valid from first day of event and 30 days following event – For clean up of debris and to cover potential damage or injury to property
- \_\_\_\_\_ Read and understand the "Conditions of Permit" and "Penalties". (Attachment)

**Please complete the following:**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Cell/Mobile: \_\_\_\_\_ Phone: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Title of event: \_\_\_\_\_

Description of event: \_\_\_\_\_

Activities planned for the event: \_\_\_\_\_

Does the event involve the sale and/or consumption of alcohol?      YES      NO  
If yes, please contact the Texas Alcohol Beverage Commission for a temporary alcohol permit.

Does the event involve the sale and/or consumption of food?      YES      NO

Does the event involve any entertainment?      YES      NO

If yes, please describe the entertainment: \_\_\_\_\_

Event Location: \_\_\_\_\_

Type and location of temporary signs: \_\_\_\_\_

Event to be held: Outdoors: \_\_\_\_\_ Tent: \_\_\_\_\_ Other: \_\_\_\_\_

If tent, formula for flame proof solution and date solution was applied: \_\_\_\_\_

Projected attendance: \_\_\_\_\_

Effective dates: From: \_\_\_\_\_ Through: \_\_\_\_\_ Number of Days of Operation: \_\_\_\_\_

Hours of operation: \_\_\_\_\_

Provisions for waste, human and other: \_\_\_\_\_ Qty \_\_\_\_\_

Provisions for site cleanup and grading (if necessary): \_\_\_\_\_

Provisions for parking (include facility's name and surface composition): \_\_\_\_\_

Provisions for traffic (if required): \_\_\_\_\_

Provisions for "No Smoking" signs (if required): \_\_\_\_\_

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**Site Plan Requirements:**

Two copies drawn to scale

1. Location of adjacent structures
2. Location of points of ingress/egress
3. Location of fire hydrants
4. Location of fire lanes for use by emergency equipment with minimum width of 20 feet and

5. Location and size of parking spaces.
6. Electric transmission and distribution lines on site.
7. Location & size of signs.
8. Location of Sanitary Facilities and trash containers.
9. Area designated for alcohol sales and/or consumption (if applicable).

height clearance of 14 feet.

**Temp Structure or Tent Plan Requirements (if applicable):**

Two copies drawn to scale showing:

1. Type of construction.
2. All walls.
3. Aisles.
4. Seating arrangement.
5. Structural details - calculations of seats & supports.
6. Location of all electrical wiring.
7. Location & width of exits.
8. Location & specifications of fire suppression equipment.
9. Location of sanitary facilities.

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**Inspections of the location and temporary structures are required prior to opening the event to the public. It is the responsibility of the applicant to contact the appropriate department when the area is ready to be inspected (see attachment).**

**No event shall be operated under a permit authorized herein for more than the greater of fifteen (15) calendar days or one hundred-fifty (150) hours during a calendar year. Operation of such an event for more than the referenced length of time shall be considered a permanent business for which site plan approval is required under the City of College Station Unified Development Ordinance.**

**An event in the Northgate Central Business District providing for alcohol sales and/or consumption shall have a valid permit or license to sell or serve alcoholic beverages issues be the Texas Alcoholic Beverage Commission. An event in the Northgate Central Business District involving the sale and/or consumption of alcohol shall not be operated under a permit authorized herein for more than three consecutive days.**

**Applicant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_



Planning & Development Services  
1101 Texas Avenue  
College Station, Texas 77840  
Phone: (979) 764-6252 FAX (979) 764-3496

**PERMISSION TO SET UP**

**APPROVED / DENIED**

Chief of Police: \_\_\_\_\_ Date: \_\_\_\_\_

City Support requirements and rates, if any: \_\_\_\_\_

Comments: \_\_\_\_\_ Call for inspection when set up is complete.

**APPROVED / DENIED**

Fire Chief: \_\_\_\_\_ Date: \_\_\_\_\_

City Support requirements and rates, if any: \_\_\_\_\_

Comments: \_\_\_\_\_ Call for inspection when set up is complete.

**APPROVED / DENIED**

Public Services (Streets): \_\_\_\_\_ Date: \_\_\_\_\_

City Support requirements and rates, if any: \_\_\_\_\_

Comments: \_\_\_\_\_

**APPROVED / DENIED**

Public Utilities (Electric): \_\_\_\_\_ Date: \_\_\_\_\_

City Support requirements and rates, if any: \_\_\_\_\_

Comments: \_\_\_\_\_ Call for inspection when set up is complete.

**APPROVED / DENIED**

Chief Building Official: \_\_\_\_\_ Date: \_\_\_\_\_

City Support requirements and rates, if any: \_\_\_\_\_

Comments: \_\_\_\_\_ Call for inspection when set up is complete.

**City of College Station**  
**Code of Ordinances**  
**Business Regulations. Chapter 4**

**CONDITIONS OF PERMIT**

In addition to other requirements set forth herein, the applicant shall furnish suitable evidence of his intention and ability to comply with the following conditions:

- (1) The applicant shall be wholly responsible for maintaining order and for keeping the site clean, free of trash, papers, and other debris.
- (2) Trash containers in adequate numbers shall be placed in convenient locations for the use of the public.
- (3) Sanitary facilities for persons using the premises.
- (4) Provisions for removal of other waste materials including animal waste materials.
- (5) Provisions for meeting all other application requirements.
- (6) Provisions for site cleaning and grading after use of the premises.
- (7) There shall be a separation requirement of five hundred feet (500') between the enterprise and any residential property.
- (8) The premises shall have adequate ingress and egress.
- (9) Use of premises shall not violate the provisions of the College Station Electric Safety Code (National Electric Safety Code).

**PENALTIES**

- (1) Any person, firm or corporation violating any of the provisions of this ordinance shall be fined pursuant to the General Penalty set out in Chapter 1, Section 5 of this Code of Ordinances.
- (2) No person shall refuse entry to any City Inspector, Police Officer, or Fire Marshal attempting to enter any premises for the purpose of inspection if such entry is attempted during business hours or during the reasonable hours after business hours when there are employees on the premises to let the Inspector, Police Officer, or Fire Marshal in. Such entry shall be permitted not only to areas open to the public but also to all other areas provided that no employee shall be required to accompany any Inspector, Police Officer, or Fire Marshal in any area that the employee deems to be dangerous if the employee tells the Inspector, Police Officer, or Fire Marshal that the area is, in the employee's opinion, dangerous.
- (3) It shall be unlawful to permit or gather such a crowd to witness any amusement or show as to create a dangerous condition as a fire or other risk.
- (4) It shall be unlawful for any person, firm, or corporation to erect or cause to be erected any structure composed wholly or partly of canvas or other similar material to be used at an enterprise hereunder without first having made application for and received a permit to do so in accordance with the provisions of this ordinance.

**APPROVAL OF APPLICATION (INSPECTIONS REQUIRED)**

- (1) **INSPECTION BY THE FIRE MARSHAL.** The Fire Marshal, in reviewing an application for a license, shall before such structure or event is open to the public make an inspection to determine if the applicant has made provision for:
  - (a) Adequate aisles, seats, platforms, and poles.
  - (b) Sufficient exits well marked and properly lighted.
  - (c) Lighted and unobstructed passageways to areas leading away from the structure.
  - (d) Removal, before the structure is to be used as a place of public assembly, of any pole, rope, or other obstruction in any aisle or exit.

- (e) Sufficient first aid fire appliances to be distributed throughout the structure with operating personnel familiar with the operation of such equipment available and assigned during the use of such structure as a place of assembly.
- (f) Sufficient "No Smoking" signs visible at all times.
- (g) An employee at all entrances to require the extinguishing of all cigarettes, cigars, or other smoking materials.
- (h) Announcement at frequent intervals to persons in assembly that smoking within the structure is prohibited.
- (i) Proper safeguarding of any use of open flames or its use prohibited.
- (j) The clearing of straw, dry grass, sawdust, or other combustible trash from the structure before it is opened to the public and arrangement made to keep the areas where debris may be expected to accumulate well serviced, especially under open seats.
- (k) Proper facilities for calling the City Fire Department.
- (l) Such special fire equipment of the City to attend to such structure made during its use as a public assembly as the Fire Marshal may decide is necessary for proper fire protection.
- (m) The tent and canvas parts of the structure, and all combustible, decorative materials, including curtains, acoustic materials, streamers, cloth, cotton batting, straw, vines, leaves, and trees, to be rendered flameproof.
- (n) If the Fire Marshal determines that the attendance of any fire apparatus or equipment is necessary at or in the vicinity of such structure for fire protection, he shall so notify the Building Official who shall notify the applicant before approval of the application. Every applicant shall, when the presence of City fire equipment is deemed necessary, pay to the City revenue for the use of such equipment and/or personnel, which revenue and/or personnel shall be determined by the Fire Marshal and paid into the general fund.
- (o) The attendance of such fire personnel as the Fire Marshal may deem necessary for the control of persons in the assembly, to prevent overcrowding, obstruction of aisles and exits, and such other control as may be necessary to render the occupation of such structure by the public safe.
- (p) Internal fire lanes which meet the twenty foot (20') wide, fourteen foot (14') high access requirement.

(2) INSPECTION BY THE BUILDING INSPECTOR

- (a) The Building Inspector shall ascertain if any defect exists in the wiring and provide for immediate correction of any defects which may be found.
- (b) Ascertain that seats, platforms, and other structural components are adequate to withstand proposed usage.
- (c) Make an inspection to determine if provision has been made for satisfactory sanitary facilities on or near the premises on which the enterprise is being carried out.
- (d) Make inspection and determine if adequate trash containers are located on the premises.

(3) INSPECTION BY THE CHIEF OF POLICE

- (a) The attendance of such police officers, as the Chief of Police may deem necessary for the control of persons in the assembly to prevent overcrowding, obstruction of aisles and exits, and for such other control as may be necessary to render the occupation of such structure safe for the public. When the presence of City police officers is deemed necessary, every applicant shall pay to City revenue for the services of such personnel which revenue shall be determined by the Chief of Police and paid into the General Fund.
- (b) The Chief of Police shall review the proposal as to potential impact of traffic, potential noise complaints, and access of emergency vehicles.

- (c) The Chief of Police May increase or decrease the number of certified peace officers from those required in the table below, if:
- (1) Any alcoholic beverage is sold, served, or otherwise made available at the event;
  - (2) Special needs for increase or decrease in security, crowd control, or traffic control are created by
    - (A) The topography of the site or size of the event
    - (B) Weather conditions during the event; or
    - (C) The time of day during which the event is conducted
  - (3) The event requires street closures or rerouting of vehicular or pedestrian traffic;
  - (4) The history of the particular event indicates that a greater or lesser number of peace officers are required to protect the public health, safety and welfare.

Number of Participants and Spectators at Event	Minimum Number of Peace Officers Required
0 to 250	0
251 to 1,500	2
1,501 to 3,000	4
3,001 to 5,000	6
over 5,000	6 plus 1 peace officer for every 1,000 participants and spectators over 5,000 at the event

- (d) The Chief of Police, in reviewing an application for a license, shall before such structure or event is open to the public make an inspection of such structure or event location.
- (e) If the Chief of Police determines that traffic control devices such as barricades are needed to control traffic at such structure or event, he shall contact the Public Services Division to erect such devices. When such traffic control devices are utilized, the applicant shall pay to the City revenue for the use of such devices and/or personnel, costs of which shall be determined by the Public Services Division.

(4) INSPECTION BY THE DIRECTOR OF UTILITIES

The Director of Utilities shall inspect the premises to determine whether proposed use of the site, including the location of structures and equipment, complies with the College Station Electric Safety Code (National Electric Safety Code).